

SAP Business Warehouse/Business Intelligence Reporting

Exporting Report Results

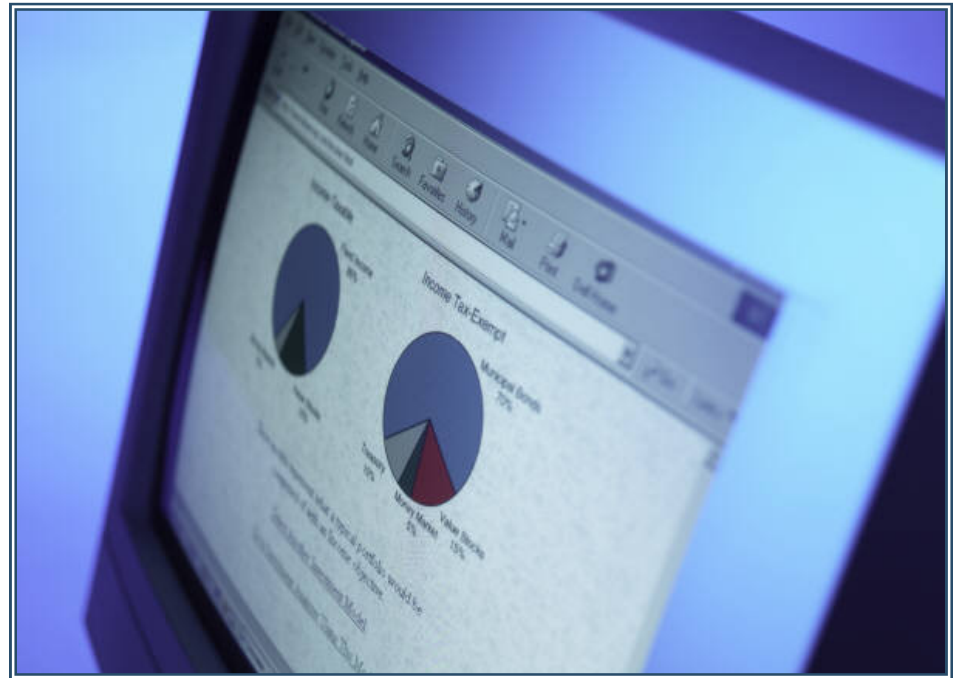
Washington State HRMS Business
Warehouse/Business Intelligence (BW/BI)
Self-Paced Learning Materials
General Topics - BW/BI End Users/Power Users

Exporting Report Results

The Exporting Report Results section provides an overview for exporting report results from the HRMS Portal.

Topics covered in this section include:

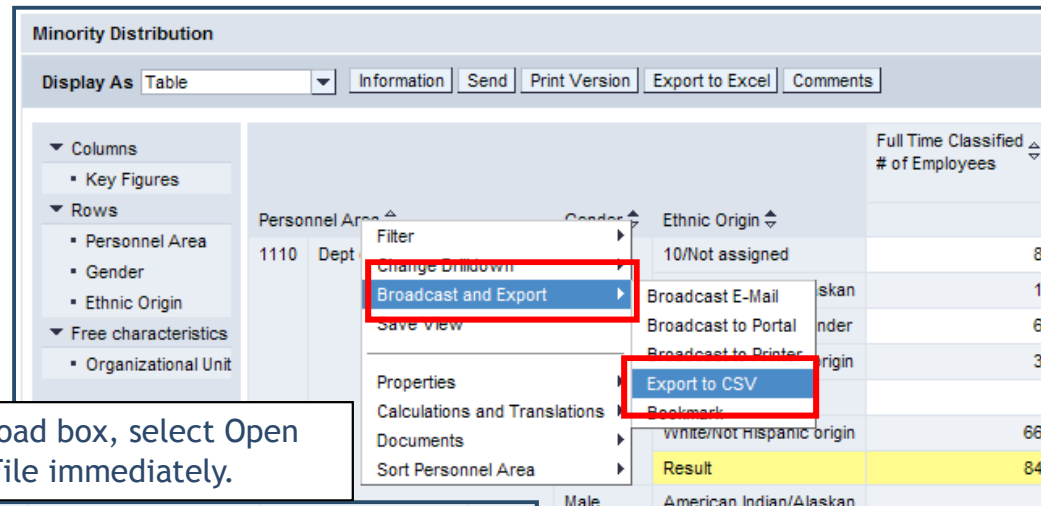
- Export to CSV File
- Export to MS Excel File
- Export to Adobe PDF File



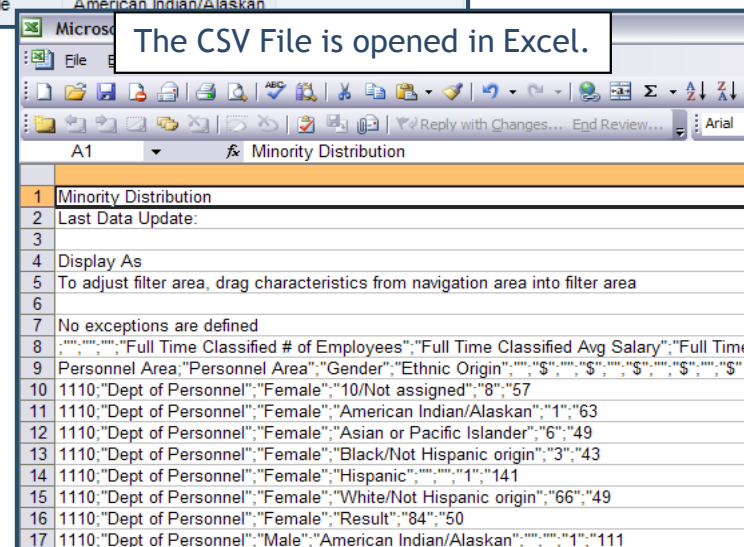
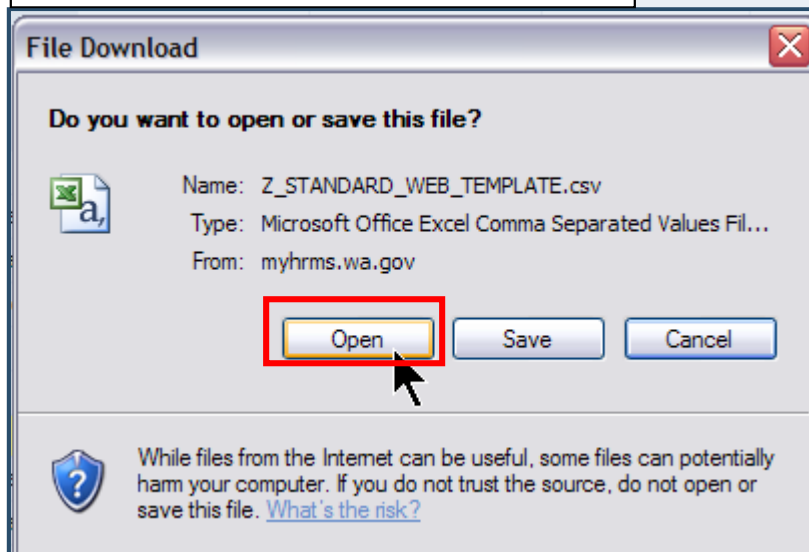
Export to CSV File

Exporting report results to a Comma Separated Value file (.csv):

To open a report as a CSV file: Access the Context Menu and select Broadcast and Export → Export to CSV:



At the File Download box, select Open to open the CSV File immediately.

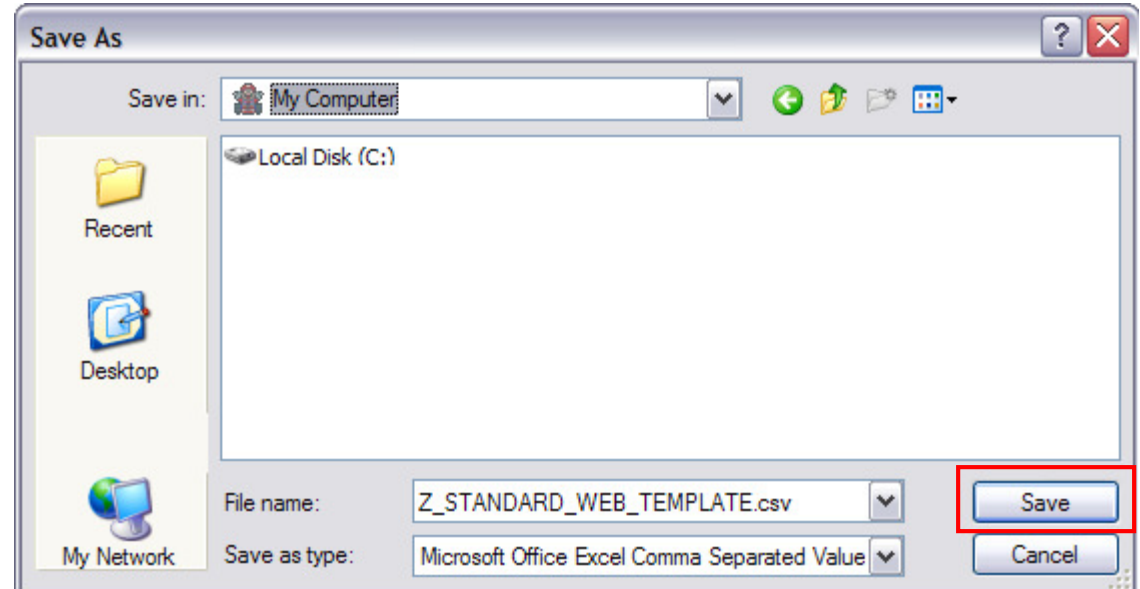
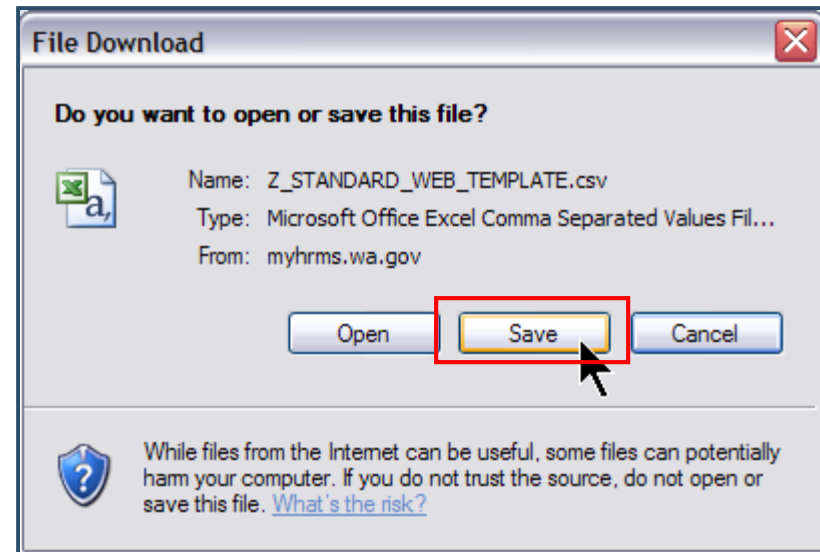


The CSV File is opened in Excel.

Export to CSV File

To Save a report as a CSV file: from the File Download dialog box, click Save.

3. Determine where you want to save the report results.
4. Select All Files or Comma Separated Value from the Save as type dropdown listbox.
Note: If All Files is not selected, the .csv file will be saved as a MS Excel Worksheet by default.
5. Name the file (include “.csv” at the end).
6. Click Save.



Export to CSV File

7. Locate the CSV file that was saved and open the file.



Microsoft Excel - Z_STANDARD_WEB_TEMPLATE.csv

File Edit View Insert Format Tools Data Window Help

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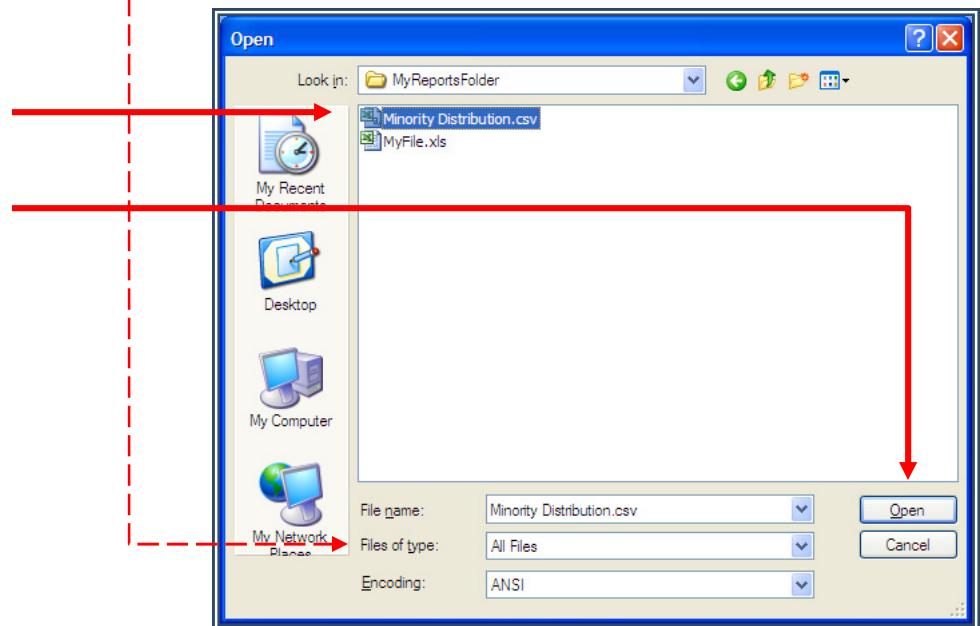
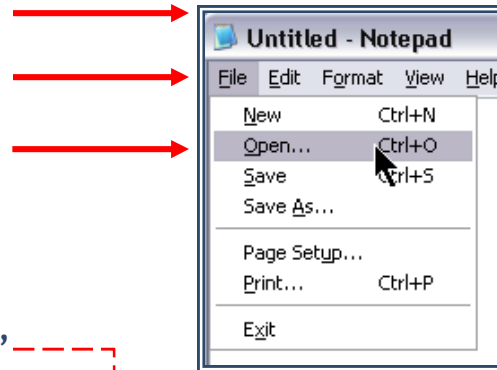
	A	B	C	D	E
1	Minority Distribution				
2	Last Data Update:				
3	5/28/2008 1:10				
4	Display As				
5	To adjust filter area, drag characteristics from navigation area into filter area				
6					
7	No exceptions are defined				
8	Full Time Classified # of Employees; Full Time Classified Avg Salary; FT Exempt		FT Exempt and PT Avg Salary;		
9	Personnel Area; Personnel Area; Gender; Ethnic Origin				
10	1110; Dept of Personnel; Female; 10/Not assigned; 8; 57	114; 10; 563			
11	1110; Dept of Personnel; Female; American Indian/Alaskan; 1; 63	468; 1; 6032	250; 2; 6250		
12	1110; Dept of Personnel; Female; Asian or Pacific Islander; 6; 49	914; 1; 9000	641; 8; 4686		
13	1110; Dept of Personnel; Female; Black/Not Hispanic origin; 3; 43	364; 4; 4801			
14	1110; Dept of Personnel; Female; Hispanic; 1; 141	549; 1; 1549			
15	1110; Dept of Personnel; Female; White/Not Hispanic origin; 66; 49	744; 5; 8977	436; 90; 912		
16	1110; Dept of Personnel; Female; Result; 84; 50	393; 8; 9558	973; 115; 552		
17	1110; Dept of Personnel; Male; American Indian/Alaskan; 1; 111	456; 2; 6222			

Result: The CSV file is opened in Microsoft Excel.

Export to CSV File

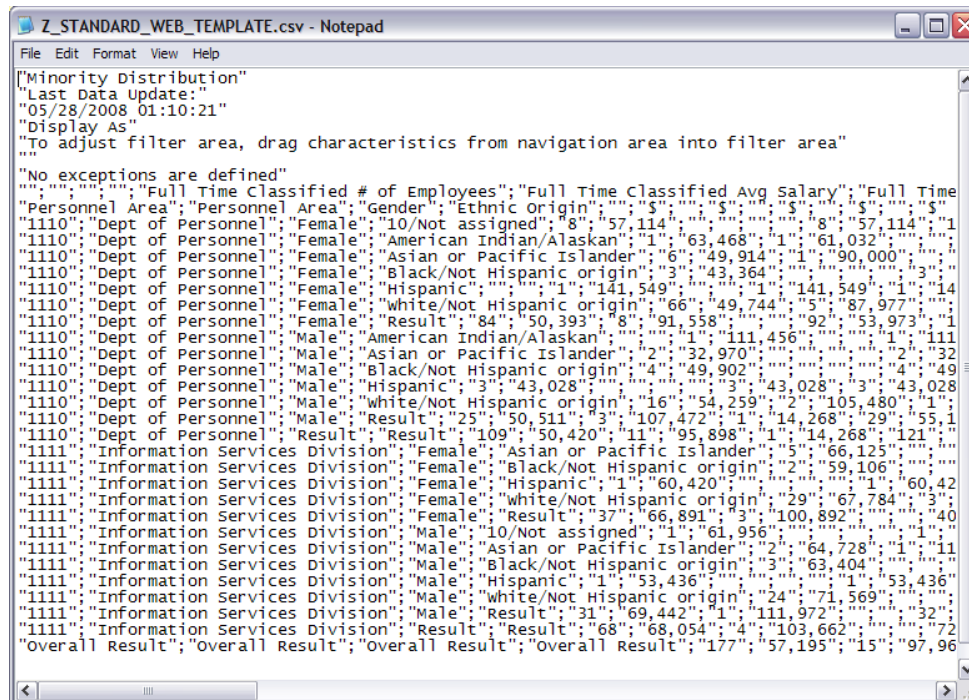
The following example shows how to open the saved .csv file from Notepad:

1. Open MS Notepad.
2. Click File from the menu.
3. Click Open.
4. Change the Files of type setting to “All Files” and locate the saved .csv file in the appropriate folder.
5. Once the file has been located, click on it to select.
6. Click Open.



Export to CSV File

Result: Report results have been opened in MS Notepad.



			Full Time Classified # of Employees	Full Time Classified Avg Salary	Full Time Exempt # of Employees	Full Time Exempt Avg Salary
Personnel Area	Gender	Ethnic Origin		\$		\$
1110 Dept of Personnel	Female	10/Not assigned	8	57,114		
		American Indian/Alaskan	1	63,468	1	61,032
		Asian or Pacific Islander	6	49,914	1	90,000
		Black/Not Hispanic origin	3	43,364		
		Hispanic			1	141,549
		White/Not Hispanic origin	66	49,744	5	87,977
		Result	84	50,393	8	91,558
	Male	American Indian/Alaskan			1	111,456
		Asian or Pacific Islander	2	32,970		
		Black/Not Hispanic origin	4	49,902		
		Hispanic	3	43,028		
		White/Not Hispanic origin	16	54,259	2	105,480
		Result	25	50,511	3	107,472
		Result	109	50,420	11	95,898
1111 Information Services Division	Female	Asian or Pacific Islander	5	66,125		
		Black/Not Hispanic origin	2	59,106		
		Hispanic	1	60,420		
		White/Not Hispanic origin	29	67,784	3	100,892
		Result	37	66,891	3	100,892
		Result	37	66,891	3	100,892

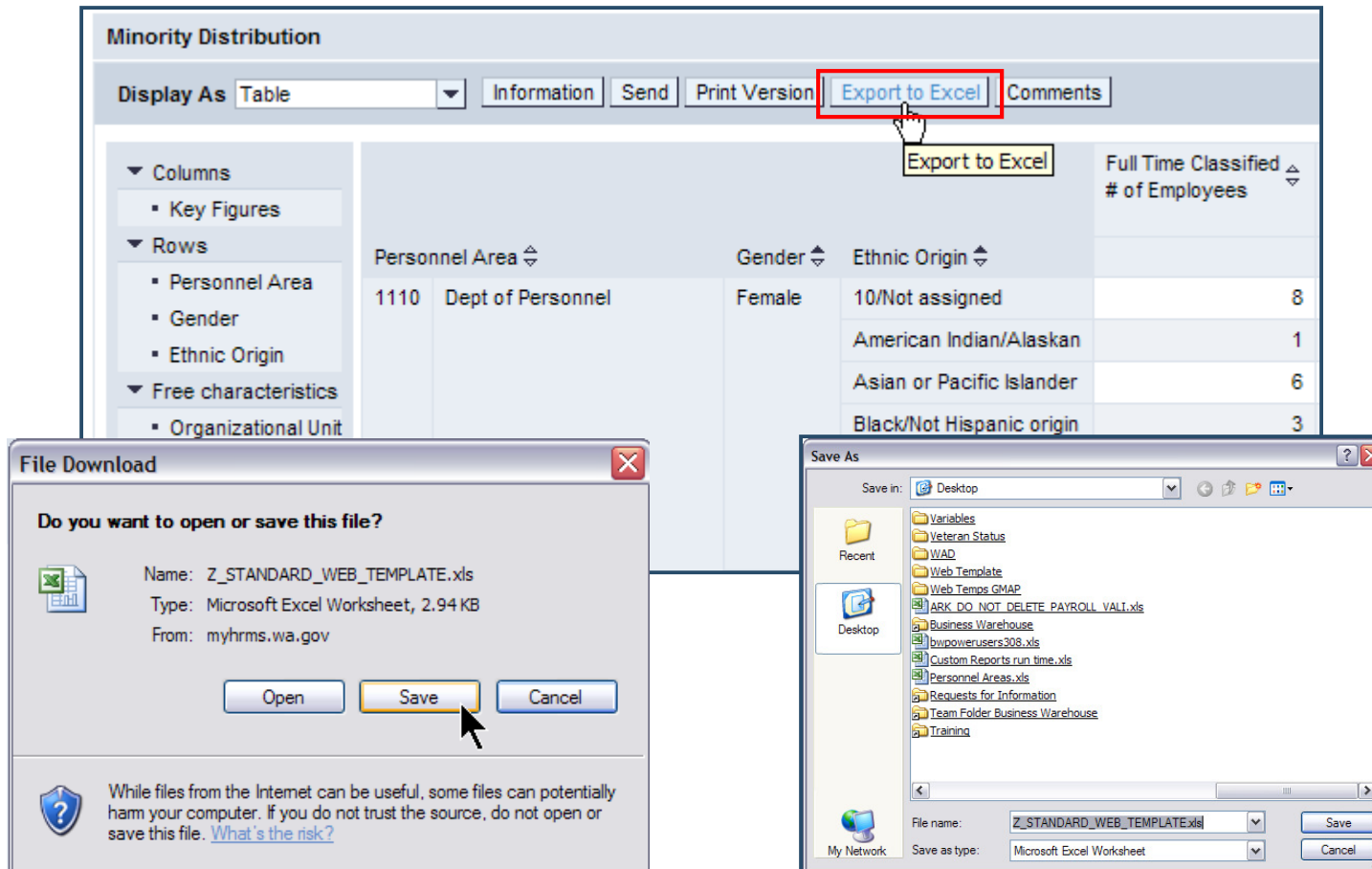


SAP/BW/BI exports .csv files as semi-colon separated values.

Export to MS Excel File

The example below describes how to export the results of the Minority Distribution report to MS Excel from the BW/BI Toolbar:

Click on the Export to Excel button on the toolbar



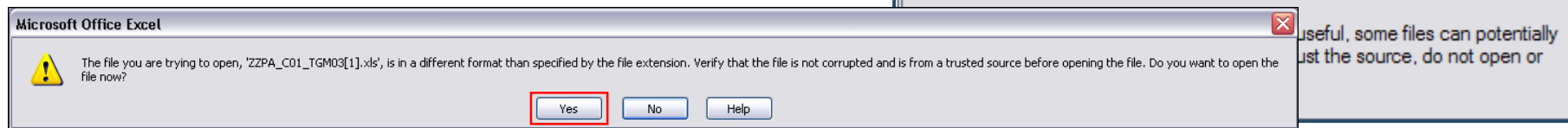
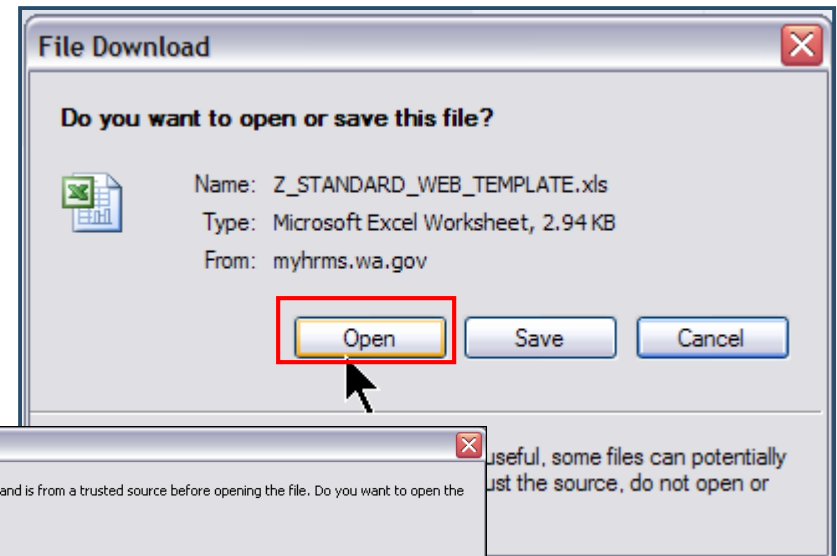
Click Save on the File Download box

Determine the location for the file to be saved and click Save

Export to MS Excel File

To open the file without saving, from the File Download dialog box, click Open.

You may get a warning about the file being in a different format...click Yes and the file will open.



The report will be opened in Microsoft Excel.

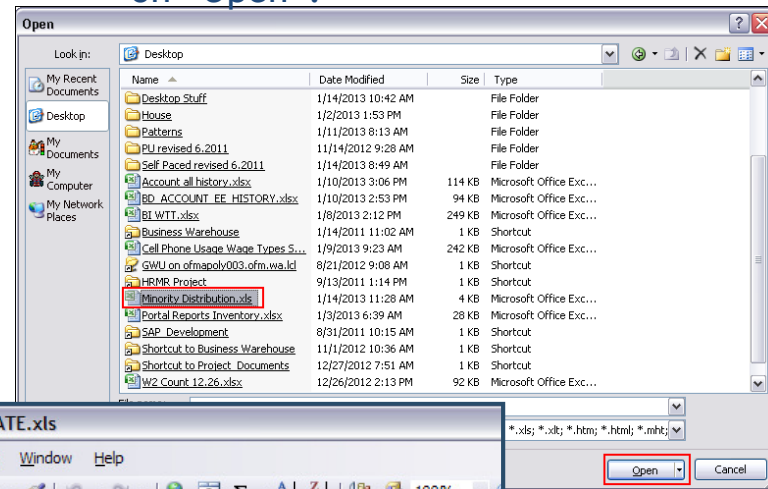
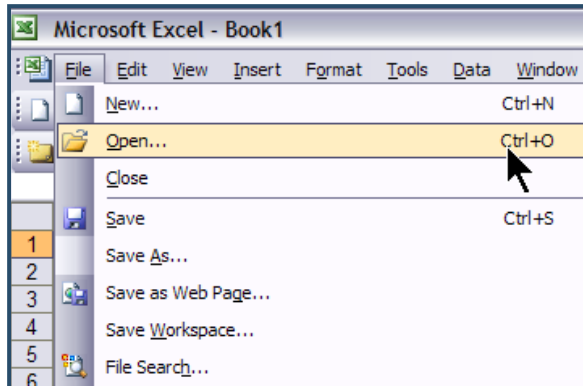
A screenshot of the Microsoft Excel application window titled 'Microsoft Excel - Z_STANDARD_WEB_TEMPLATE[1].xls'. The spreadsheet displays a report titled 'Minority Distribution'. The data is organized into columns: Personnel Area, Dept of Personnel, Gender, Ethnic Origin, and Full Time Classified # of Employees. The report lists various demographic groups and their corresponding employee counts, with a final 'Result' row highlighted in yellow.

	A	B	C	D	E
1	Minority Distribution				
2					
3					
4	No exceptions are defined				
5					
6					Full Time Classified # of Employees
7	Personnel Area		Gender	Ethnic Origin	
8	1110	Dept of Personnel	Female	10/Not assigned	8
9	1110	Dept of Personnel	Female	American Indian/Alaskan	1
10	1110	Dept of Personnel	Female	Asian or Pacific Islander	6
11	1110	Dept of Personnel	Female	Black/Not Hispanic origin	3
12	1110	Dept of Personnel	Female	Hispanic	
13	1110	Dept of Personnel	Female	White/Not Hispanic origin	66
14	1110	Dept of Personnel	Female	Result	84

Export to MS Excel File

The following example shows how to open a saved .xls file from MS Excel:

1. In Excel, select File/Open
2. Locate the file, select it, and click on "Open".



3. Result: reports is displayed in Excel

A screenshot of the Microsoft Excel application window titled 'Microsoft Excel - Z_STANDARD_WEB_TEMPLATE.xls'. The spreadsheet displays a report titled 'Minority Distribution'. The report includes a table with columns for 'Personnel Area', 'Dept of Personnel', 'Gender', 'Ethnic Origin', and 'Full Time Classified # of Employees'. The data is as follows:

Personnel Area	Dept of Personnel	Gender	Ethnic Origin	Full Time Classified # of Employees
1110	Dept of Personnel	Female	10/Not assigned	8
1110	Dept of Personnel	Female	American Indian/Alaskan	1
1110	Dept of Personnel	Female	Asian or Pacific Islander	6
1110	Dept of Personnel	Female	Black/Not Hispanic origin	3

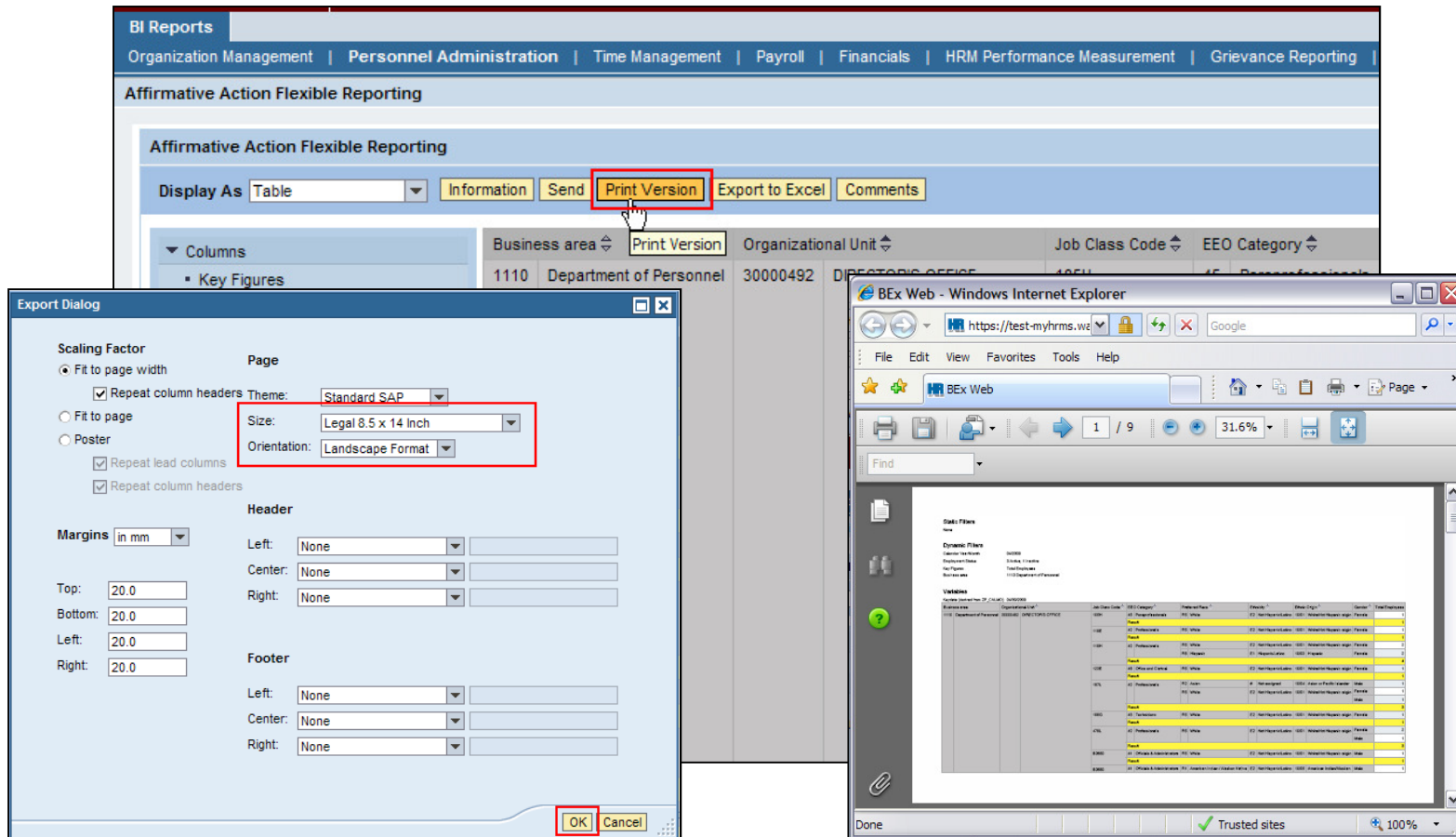


When converting to an MS Excel file, conditions/exceptions, navigational settings and cell formatting are retained upon export.

Export to Adobe PDF

The example below describes how to export the results of a report to a Adobe PDF from the BW/BI Toolbar:

Click on the Print Version button on the toolbar

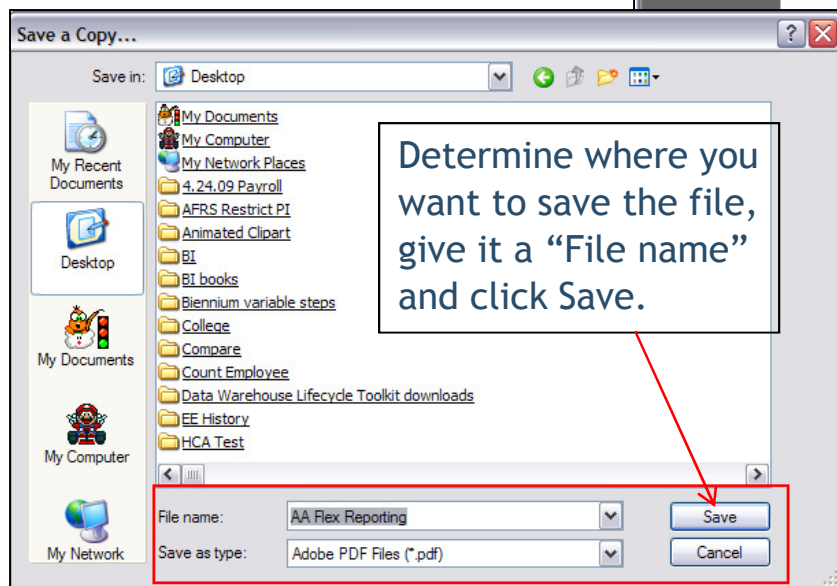
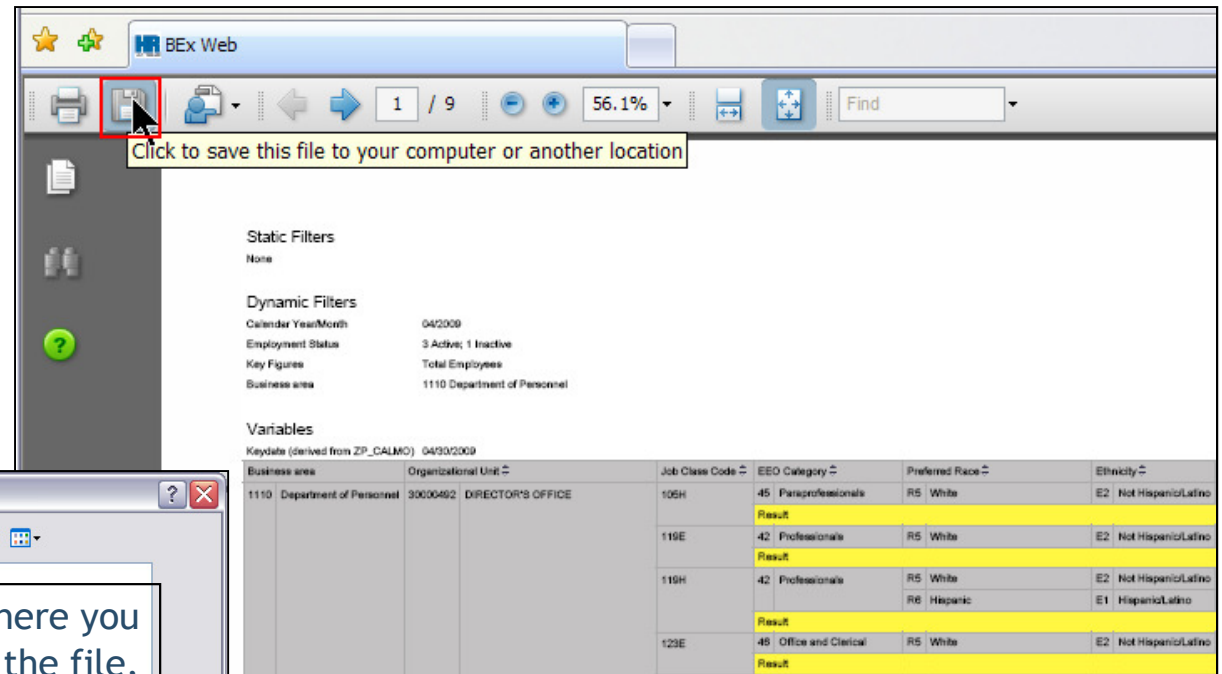


At the Export Dialog box, select the Size and Orientation that you want and click OK.

Report is opened in a new window in PDF format.

Export to Adobe PDF

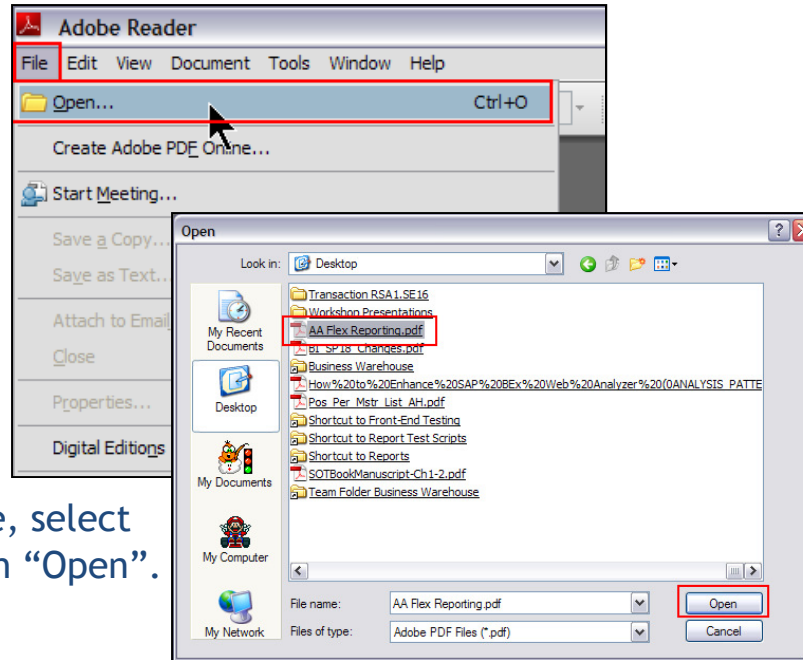
To save the file, click the Save icon:



Export to Adobe PDF

The following example shows how to open a saved Adobe PDF:

1. In Adobe, select File/Open:



2. Locate the file, select it, and click on "Open".

3. Result: reports is displayed in Adobe:

